

Request for Offers (RFO) Addendum

RFO Number: RFO0041

Addendum Number: 02

Date of Addendum: March 11, 2015

Original Due Date, Time: March 13, 2015; 4:00 PM

Revised Date, Time (if changing): N/A

Title: MNsure Project – Support/Tuning

SCOPE OF ADDENDUM

The following are changes to the RFO: Posting questions and answers:

Question 1: Can you inform me if you already have incumbents for these roles? Are you able to let me know if there is an incumbent for this project?

Answer 1: No, there are no incumbents in these positions. These are new positions with new funding.

Question2: Please confirm the address of which MnDHS location the selected resources will be working at? Please confirm that 100% of the work performed by the selected resources, will be done at the location provided above?

Answer 2: All work will be done on-site in Downtown St Paul in one of the Human Services or MNsure offices.

Question 3: Please confirm that travel isn't expected to perform the duties outlined in this RFO?

Answer 3: Travel between DHS/MNsure worksites in downtown St Paul is required but travel is not required to sites away from these DHS/MNsure locations.

Question 4: Please confirm that MnDHS expects to secure this resource on a Staff Augmentation, Time and materials basis?

Answer 4: Yes, the State expects to secure these staff augmentation positions using a maximum number of hours at a defined hourly rate (time and materials), not deliverables based.

Question 5: Please confirm that MnDHS will payout based on MnDHS approved timesheet submitted by the selected resource?

Answer 5: Yes, standard timesheets will be utilized to approve hours worked.

Question 6: To satisfy the "Cost" portion of this RFO, please confirm MnDHS's expectations. Should vendors included submitted resource names along with "Bill-Rates" in the cover letter of their proposal? Or should vendors include a separate "Cost Proposal" and if so, what information would MnDHS like to be included in the "Cost Proposal"?

Answer 6: Addendum #1, posted on 3/5/15 addressed the Cost portion of the RFO

This addendum shall become part of the RFO and should be returned with, or acknowledged in, the response to the RFO.

RESPONDER NAME:

SIGNATURE:

TITLE:

DATE:

Request for Offers (RFO) Addendum

RFO Number: RFO0041

Addendum Number: 1

Date of Addendum: 3/5/2015

Original Due Date, Time: 3/13/2015, 4:00 pm

Revised Date, Time (if changing): N/A

Title: MNsure Project - Support/Tuning

SCOPE OF ADDENDUM

The following are changes to the RFO: **Revising the Submission Format Section** (In this Addendum, changes to pre-existing RFO language will use strike through for deletions and underlining for insertions.)

Submission Format

The proposal should be assembled as follows:

1. Cover Page

Master Contractor Name

Master Contractor Address

Contact Name for Master Contractor

Contact Name's direct phone/cell phone (if applicable)

Contact Name's email address

Resources (Consultants') Names being submitted

2. Overall Experience

1. Resumes identifying the Required Skills, i.e. minimum pass/fail requirements, including companies and contacts where the resources have demonstrated the required skills as previously noted. If pass/fail requirements are not met, the State reserves the right to discontinue further scoring of the proposal.

2. Resumes identifying identified Desired Skills.

3. Also include the name of three references who can speak to the resources work on a similar project. Include the company name and address, reference name, reference email, reference phone number and a brief description of the project this resource completed.

3. Cost Proposal

- a. Include a separate document labeled "Cost Proposal" which includes the name of each resource being submitted and their corresponding proposed hourly rate

3. 4. Conflict of interest statement as it relates to this project

4. 5. Additional Statement and forms:

required forms to be returned or additional provisions that must be included in proposal

- a) Affirmative Action Certificate of Compliance (if over \$100,000, including extension options) <http://www.mmd.admin.state.mn.us/doc/affaction.doc>
- b) Equal Pay Certificate Form (if proposals exceeds \$500,000, including extension options)
<http://www.mmd.admin.state.mn.us/doc/equalpaycertificate.doc>
- c) Affidavit of non-collusion
<http://www.mmd.admin.state.mn.us/doc/noncollusion-2.doc>
- d) Certification Regarding Lobbying (if over \$100,000, including extension options)
<http://www.mmd.admin.state.mn.us/doc/lobbying.doc>
- e) Veteran-Owned/Service Disabled Veteran-Owned Preference Form (if applicable)
<http://www.mmd.admin.state.mn.us/doc/vetpref.doc>
- f) Resident Vendor Form (if applicable)
<http://www.mmd.admin.state.mn.us/doc/residentvendorform.doc>

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RESPONDER NAME:

SIGNATURE:

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DATE: